



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST

\$4,488 - \$5,618

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

(PENDING BUDGETS APPROVAL)

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under general direction of the Human Resources Management Division's Classification and Pay (C&P) Manager (Staff Services Manager I) serves as a personnel analyst in the C&P Unit. The personnel analyst performs a variety of work on projects related to recruitment, hiring, classification, and compensation, employee discipline, employee grievances, and other labor relations related issues. Provides consultation and guidance to departmental management staff; develops and revises internal and external policies and procedures and other resource materials; evaluates, creates, and updates policies; develops implementation plans for new and revised policies; conducts project management activities. **This position is designated Confidential.**

DESIRABLE QUALIFICATIONS:

- C&P knowledge and experience
- Experience in writing and developing procedures, policies, and manuals
- Experience performing classification and compensation tasks
- Ability to analyze, interpret laws, rules, and regulations
- Knowledge of the recruitment and hiring process
- Knowledge of employee discipline and adverse actions processes
- Organize and establish workload priorities
- Strong oral and written communication skills both orally and in writing
- Strong analytical skills
- Demonstrate initiative, flexibility, and tact
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, I-Mapping

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e.***

10/17/14 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Personnel Analyst, PSN # 413-191-5142-703" ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: **Friday, November 1, 2014 - Close of Business (5:00 p.m.)**

NOTE: **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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